

City of Miami Gardens



Department of Community Development

2011-12 CDBG Public Services Program Request for Proposals

Questions & Answers

1. **Q: Is it possible for us to receive the exact boundaries for the City of Miami Gardens? A few of the websites provide different info with regards to this.**

A: A map showing the City of Miami Gardens corporate boundaries is available on the City's website. Please go to www.miamigardens-fl.gov and click on City Services at the top of the page, then Planning & Zoning from the drop down list, then City Maps.

2. **Q: What is the amount of maximum funding?**

A: The total funding available for public services in Program Year 2011-2012 is \$189,592. However, the City does not set a maximum funding limit per proposal. Each proposal is evaluated separately and funding is recommended based on what is requested, the overall program proposed, and the funding available.

3. **Q: Are there page limitations to the proposals submitted?**

A: Yes, proposals must be submitted in the format provided as part of the RFP document. Responses to the questions are limited to the space provided. The following are the character limits for each question:

<u>Question #</u>	<u>Character Limit</u>
Organizational Experience & Capacity	
1a	3800
1b	2500
1c	2500
Program Objectives	
2a	2800
2b	1800
Program Description	
1a	3300
1b	1100
1c	1700
1d	1700
1e	5000
1f	2000
1g	2000

4. **Q: Can an agency submit more than one proposal for separate programs?**
A: Yes.
5. **Q: Will there be a penalty if an agency expends all funds prior to the September 30, 2012 contract termination?**
A: No
6. **Q: Are administrative costs allowed? Is there a cap?**
A: Yes, administrative costs are allowed. There is no cap on administrative costs.
7. **Q: If an agency is part of a larger organization (ie: a department inside a larger organization), do you want an organizational chart for the department, or the larger agency, or both?**
A: Please provide an organizational chart for the smaller department that will actually be implementing and managing the proposed program, as well as an organizational chart for the larger organization that shows where the department fits into the larger organizational structure.
8. **Q: Are the forms, Board Members, Job descriptions, also required to be sequentially number along with the written two-sided proposal narrative?**
A: Yes.
9. **Q: What types of programs has the City of Miami Gardens funded in the past?**
A: Funded programs have included; an elderly home meal delivery program, after school tutoring and summer camp programs, wrap around services for youth aging out of the foster care system, services for youth and their non-offending families that have been victims of abuse, a seniors never alone program, financial asset building program, foreclosure prevention program, and many others.
10. **Q: How many agencies does the City of Miami Gardens fund?**
A: The City does not have a limit on the number of proposals or agencies it funds. However, on average, the City has been funding approximately four programs each year.

REMINDER –

PROPOSALS ARE DUE NO LATER THAN 4:00 PM ON FRIDAY, JULY 1st AT THE COMMUNITY DEVELOPMENT DEPARTMENT LOCATED AT 1515 NW 167 STREET, BLDG 4, STE 190.